



SINGLE-FAMILY RESIDENTIAL BASIC SUBMITTAL CHECKLIST

The checklist below identifies elements and information necessary for a successful application submittal for a single-family residential building permit.

If you think an item is not applicable to your project, this should be brought to staffs' attention in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with you application and include documentation of the reason any item on the checklist is not provided.

General

- ☐ Completed building permit application
- ☐ Completed copy of this checklist
- ☐ Soil amendment calculation sheet
- ☐ Copy of current Washington State Contractors' registration when a contractor will be performing the work
- ☐ Site Plan—5 copies
- ☐ CD or flash drive with electronic copies of all materials

- ☐ Plan review fees — collected at application submittal.

Note: Permit and impact fees — to be collected at permit issuance

Site Plans

- ⇒ North arrow
- ⇒ Minimum scale of 1"=20'
- ⇒ Name of designer, signature and date
- ⇒ Lot address and tax parcel number
- ⇒ Plat name and subject property lot number
- ⇒ Registered permit number and plan number
- ⇒ Adjacent streets, labeled
- ⇒ Lot lines, dimensions and area — all areas in square feet
- ⇒ Existing elevation contour lines in two-foot intervals — show lot-corner elevations for flat lots
- ⇒ Proposed grade elevations
- ⇒ Proposed drainage facilities and connections to the storm stub-out
- ⇒ Cut and fill quantities
- ⇒ Clearing limits
- ⇒ Building setback lines and dimensions
- ⇒ All public and private easements and tracts, dimensions and purpose
- ⇒ Location of utilities and utility structures — water, sewer, gas, electricity and storm-water stub-out
- ⇒ Location of exterior mechanical equipment — ground- and roof-mounted air conditioners, heat

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- pumps and other air-handling units.
- ⇒ Location of wells, septic tanks and drainfields
- ⇒ Structures to be removed or demolished
- ⇒ Proposed building footprint, dimensions, area and use — show eave overhangs and bump outs
- ⇒ Driveway footprint, dimensions, area and paving material
- ⇒ Footprint, dimensions and area of walkways, patios, covered decks and other impervious surfaces
- ⇒ Total area of impervious surfaces in square feet.
- ⇒ Lot coverage calculations — (impervious surface area/lot area)* 100 = percent coverage
- ⇒ Critical area and critical-area buffers affecting the lot — wetlands, streams, lakeshore and steep slopes.
- ⇒ Rockery and retaining walls and dimensions
- ⇒ All trees 6-inches in diameter or greater — indicate which are to be removed, retained or planted
- ⇒ Tree protection areas and dimensions

CITY OF MAPLE VALLEY	
MINIMUM DESIGN CRITERIA	
Wind loading	85 mph — R occupancies
Exposure	"B"
Topographic effects.....	No
Seismic category	D1
Roof snow loading.....	25 psf
Assumed soil bearing capacity.....	1,500 psf
Subject to damage from:	
Weathering.....	moderate
Frost line depth	12 inches
Termite.....	slight to moderate
Decay.....	slight to moderate
Air freezing index	1500
Winter design temperature.....	22 degrees F
Summer design temperature	85 degrees F